

MADERA COUNTY

ASSISTANT COUNTY CLERK-RECORDER

DEFINITION

Under direction, to supervise, assign, coordinate, review, and participate in the County Clerk, Recorder, and Election functions of the County Clerk – Recorder's Office; to provide daily supervision and training for assigned staff; to perform a variety of administrative and office support assignments; to accept and file legal documents; to provide information and assistance to the public; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise, assign, coordinate, review, and participate in county clerk, recorder, and election functions of the County Clerk – Recorder's Office; provides daily supervision and training for assigned staff; assists with the establishment and control of the departmental budget; maintains current knowledge of the codes and regulations affecting county clerk, recorder, and election functions of the County Clerk – Recorder's operations; interprets, explains and applies the laws which govern the activities and functions of the County Clerk – Recorder's Office; provides direction on code and law changes for other staff; examines documents to determine their compliance with laws governing filings and recordings; ensures that documents are properly signed, acknowledged, and dated in proper form for filing and determines timeliness of filing; oversees the revision of forms and availability of forms for county clerk, recorder, and election filings; establishes and maintains filing system for documents, making changes and adjustments as necessary; accounts for the records related to the collection of fees for county clerk, recorder, and election functions of the County Clerk – Recorder's Office; prepares correspondence; prepares purchase requisitions; provides information to the public concerning county clerk, recorder, and election functions, and laws and codes pertaining to County Clerk – Recorder's Office operations; operates office equipment; prepares reimbursement claims; acts as filing officer for county clerk, recorder, and election functions; works with the development of data processing applications; maintains specialized information and records required by Department functions.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations including those governing county clerk, recorder, and election functions and the public access and use of information and records maintained in the County Clerk – Recorder’s Office.

Legal procedures and documents used in county clerk, recorder, and election functions.

Modern office practices, methods, and computer equipment including the establishment and maintenance of filing and record keeping systems.

Principles of accounting record keeping and maintenance of fiscal records.

Principles of budget development, preparation, and expenditure control.

Principles of supervision, training, and performance evaluation.

Computerization of county clerk, recorder, and election functions.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Supervise, assign, coordinate, and review the work of staff responsible for performing county clerk, recorder, and election functions of the County Clerk – Recorder’s office.

Supervise, train, and evaluate assigned staff.

Assist with the development and preparation of the assigned budget and control expenditures.

Interpret, explain, and apply the laws which govern the activities and functions of the County Clerk – Recorder’s office, including county clerk, recorder, and election services.

Gather data, analyze information, and prepare a variety of reports.

Directly assist with and perform the full range of operational functions.

Deal tactfully and courteously with the public in explaining the functions, procedures, and laws governing the activities of the County Clerk – Recorder’s office.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible experience in county clerk, recorder, and election functions of a California county or in working in an environment where familiarity with legal processes, procedures and terminology, or code interpretation and enforcement is developed. Lead supervisory and administrative experience is required.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in office practices.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: September, 2001